

**WISCONSIN STATE TRAINING COUNCIL
MAY MEETING MINUTES
Regular Quarterly Meeting, Thursday, May 25, 2017
Hosted at American Family Dream Bank
8:30a.m. to 11:30a.m.**

Present: Celia Braker, Lisa Eichman, Jackie Irving, Cath Kittle, Shelly Weber, Lisa Barman, Kay Lawrence, Shirley LaFontaine, Sharon Mylrea, Lynn Freeman, Sharrie Hauge, Angel Hodsdon, Brian Moser, Christine Miller, Kathryn (Kate) Schuett, Sheilagh Lochner, Maly Vang, Deanna Schulz, Kelly Unger

Minutes by: Cath Kittle

1. Call to Order

Shelly Weber called the meeting to order and announced she was moving to a new position that will no longer involving training. She will finish her term as Chairperson of the Wisconsin State Training Council, and in November, the Vice Chair will become the new chairperson and a new vice chairperson will be elected.

2. Election of Vice Chairperson

Nominated were: Lisa Eichman, Celia Braker, and Jason Weber. Celia Braker was elected as Vice Chair.

3. Updates - Enterprise Training and WSTC Website Status

The WSTC website has been updated with membership, minutes, and agendas and can be found on the DOA site. You can now Google Wisconsin State Training Council!

Sylvia Cantu Smith's last day is today and her position is not being filled. Mandy Stib and Jackie Irving will absorb her responsibilities and are the new contacts for DOA training.

Enterprise Management Development Academy (EMDA) is held every other year with Enterprise Leadership Academy (ELA) happening on the years that EMDA does not occur. DOA DPM is reevaluating the programs and ELA is not being held in 2017. Enterprise focus (representing people from all state agencies) is a real value and they will be working with Robert Toomey on content, purpose, and structure and hope to conduct the EMDA in 2018.

Mandy and Jackie are revamping DOA's new supervisor training for agencies who do not have established programs and have been meeting with those agencies that do, as DOA's current program hasn't been updated in over ten years. The new program will consist of online and instructor-led training. Mandy and Jackie can send notes from their conversations to date with DOC, DHS, and DNR.

Census: Show of hands on who has a standalone leadership training, separate from supervisor training:

- Leadership Program for leaders by position: DHS, DOC, DCF, DPI, ETF, WEDC
- Leadership programs for aspiring individuals: DHS, DWD, UW

Mandy/Jackie will be following up with those agencies who do have established programs.

Metrics: Shirley questioned whether there were any available metrics relative to supervisor training. DOA has none but will be developing. Christine indicated that DWD has some metrics they could share.

Lynda.com: DOA is not exploring an enterprise contract with Lynda.com and the pricing structure is changing since they were purchased by Microsoft. Recommended that agencies interested in this software should connect with either Jason Weber or Dave Hippler for more information.

STAR Update (Celia): Strategic sourcing go live is scheduled for this summer, as is the ability to attach documents (refer to handout). They are collaborating with DOA on HCM changes. Look for a lot more lunch-n-learns & star talks. Group A is live on ELM; they are working closely with Group B agencies to complete workbooks for a June go live. Group C needs a lot of customizations and work is progressing on the billing portion for the external portal. Also in the works is an ELM security request page similar to the other modules and using approval work-flows. They are moving into the medium and low items on the priority extension work list.

4. Moving Up Down and Around in State Government (Lynn Kirsch, DWD)

Lynn gave a pared down presentation on how to approach the state recruitment and selection process as a current employee, indicating that the state system favors external candidates. They often present at team meetings (not to encourage people to go find jobs, but as a reality of professional development) and also just as a class to sign up. Qualifications section on Wisc.Jobs should look the same at every state agency and should define minimally qualified and well-qualified candidates...candidates should address these items and tailor their resume toward this section. Candidates should set wisc.jobs notifications to daily because of shorter 7-day posting requirement. Sometimes, movement to a higher level within a classification isn't a higher pay range or promotion and is instead a transfer (lateral movement to same class or different class in same pay range or counterpart pay range). For example, HR Sr. and HR Adv. is a transfer and within the same pay range. May not need to take exam or assessment, look at job announcement and call if unsure. Downside of applying without taking assessment is not getting on a register in case the register is re-used. Demotion is going to a lower pay range—in the recruitment process, it's a voluntary demotion. There's a whole WHRH chapter on counterpart pay ranges. T&E used to be main assessment and is still being used although most common is resume, cover letter. Use the letter to meet qualifications—called job narrative, job qualifications letter, etc., it's just not your fluffy "hire me" letter that is common in the private sector. Pay attention to instructions—sometime cover letter not required sometimes required. If there are additional items on job

posting than assessment instructions, you'll likely be assessed on them in the interview. More telephone screenings occurring with resume/cover letter assessments as there is more risk with pass/fail for large pools. DWD offers resume writing classes to their staff (maintenance, CNAs, etc.).

5. QPR Suicide Prevention Training (Angel Hodsdon, DOC)

Angel presented on *Question, Persuade, Refer* also known as *QPR*. Consult the QPR website to find other trainers, some within state. QPR is a copyrighted program, so slides, materials, etc. cannot be copied. Suicide prevention required for inmates, but not for staff although DOC is stepping up staff wellness. CDC tallies numbers on epidemics—suicide deaths exceed auto accidents and homicides combined. Since 1998 DOC has lost 46 professionals to suicide, with 8 in the last two years. The QPR method is to ask questions, persuade someone to stay alive, and refer individuals to professionals. Ask a question, save a life is the motto. It's not therapy, but is intended at sustaining life until help arrives (i.e. professional therapists are involved). Offer HOPE (hold on, pain ends) through positive action; many people have lost hope, which is why they turn to suicide. Listening is the key, as well as removing judgement from the conversation. Willingness to listen and help can rekindle hope and make all the difference for someone who feels they have no other options. Provide hope in any way, shape, or form.

Several trainers are certified at DOC. County grant money may be available through NAMI for certification. Also, the cost of program booklets needs covered.

Angel also recommended *The Bridge*—a documentary on San Francisco bridge suicides.

6. Approval of February Minutes

Christine Miller moved to approve the February 23, 2017 meeting minutes, Angel Hodsdon seconded. The Minutes were unanimously approved and will now be posted to the WSTC website.

7. Adjourn

There being no further business to come before the Council, the meeting was duly adjourned.

Upcoming Meeting Schedule		
Date	Host	Location/Agency
Aug 24, 2017	Dave Hippler	DOA
*Nov 16, 2017	Alenka Dries	DOR
Feb 22, 2018	Lisa Barman (?)	DOA
May 24, 2018		Dream Bank
Aug 23, 2018		
*Nov 15, 2018	Jason Weber	DOT

*Election (Vice Chair, and in odd years Secretary also)